

**CONTRACT SERVICES LETTING PREPARATION SCHEDULE FOR 2005**  
**June 18, 2004 (Revised July 16, 2004)**

Bid Letting	Plans to DRU	Ready for Letting Doc. To CC	DBE Estimates To CRD	Print Plans & Review Response	PSE To FHWA	Ready to Adv. & Qual. Est.	PSE Corrections	CIB's & PB's Approved Printed & Stocked	Revisions Completed	Engineers Estimate
						FMIS Apprv'd.				
		Fed Funded District Doc. To CC*	State Funded District Doc. To CC**		SOPI & Prop Info Page in ERMS	PB's & CIB's Created & Transitioned	Legal Add To Newspaper			
Date	14 Weeks	13 Weeks	10 Weeks	8 Weeks	6.7 Weeks	6 Weeks	5.3 Weeks	5 Weeks	1 Week	1 Day
1/19/05	10/13/04	10/20/04	11/10/04	11/24/04	12/3/04	12/8/04	12/13/04	12/15/04	1/12/05	1/18/05
2/16/05	11/10/04	11/17/04	12/8/04	12/22/04	12/31/04	1/5/05	1/10/05	1/12/05	2/9/05	2/15/05
3/16/05	12/8/04	12/15/04	1/5/05	1/19/05	1/28/05	2/2/05	2/7/05	2/9/05	3/9/05	3/15/05
4/20/05	1/12/05	1/19/05	2/9/05	2/23/05	3/4/05	3/9/05	3/14/05	3/16/05	4/13/05	4/19/05
5/25/05	2/16/05	2/23/05	3/16/05	3/30/05	4/8/05	4/13/05	4/18/05	4/20/05	5/18/05	5/24/05
6/22/05	3/16/05	3/23/05	4/13/05	4/27/05	5/6/05	5/11/05	5/16/05	5/18/05	6/15/05	6/21/05
7/20/05	4/13/05	4/20/05	5/11/05	5/25/05	6/3/05	6/8/05	6/13/05	6/15/05	7/13/05	7/19/05
8/17/05	5/11/05	5/18/05	6/8/05	6/22/05	7/1/05	7/6/05	7/11/05	7/13/05	8/10/05	8/16/05
9/14/05	6/8/05	6/15/05	7/6/05	7/20/05	7/29/05	8/3/05	8/8/05	8/10/05	9/7/05	9/13/05
10/19/05	7/13/05	7/20/05	8/10/05	8/24/05	9/2/05	9/7/05	9/12/05	9/14/05	10/12/05	10/18/05
11/16/05	8/10/05	8/17/05	9/7/05	9/21/05	9/30/05	10/5/05	10/10/05	10/12/05	11/9/05	11/15/05
12/14/05	9/7/05	9/14/05	10/5/05	10/19/05	10/28/05	11/2/05	11/7/05	11/9/05	12/7/05	12/13/05

\* Federal funded - District Doc. to CC, including the Contract Requirements Worksheet.

\*\* State funded - District Doc. to CC, including the Contract Requirements Worksheet.

Tracking meeting will be on Tuesday 1 week before the Letting, unless otherwise notified.

INDIANA DEPARTMENT OF TRANSPORTATION  
CONTRACT SERVICES COMMUNICATION

June 18, 2004

TO: Contract Services Section  
FROM: Michael R. Beuchel, Contract Services Manager  
  
RE: Contract Letting Preparation Schedule for 2005

The attached schedule establishes dates that key events shall be complete prior to a bid letting date. The schedule is very tight for bid lettings which have a large number of contracts and therefore, must be observed. We seek the cooperation of all concerned in this matter.

The abbreviations shown on the schedule are identified as follows:

CC – Contracts and Construction Division  
DBE – Disadvantaged Business Enterprise Program  
PSE – Plans, Specifications, and Estimates Letter  
DRU – Design Records Unit  
PB – Proposal Book

CRD – Civil Rights Division  
FHWA – Federal Highway Administration  
FMIS – Federal Management Information System  
CIB – Contract Information Book  
SOPI – Schedule of Pay Items

A brief explanation for each column heading is provided as follows:

<u>Bid Letting</u>	The date that contract bids are opened for a group of contracts.
<u>Ready for Letting Doc. To CC</u>	The latest date that the Design Division and Districts provide 2 sets of final plan prints, estimate of quantities, cost estimate, and special provisions, menu and attachments for each contract.
<u>DBE Estimates to CRD</u>	The date that an estimate for each Federal Aid contract is provided to the CRD for setting the DBE goal.
<u>Print Plans &amp; Review Response</u>	The last date that the signed original plan sheets are forwarded to the Image Production Section for printing. Also, the date the district returns the Contract Requirements Worksheet with documents to CC for in-house & consultant contracts.
<u>PSE to FHWA</u>	The date that the last PSE submission for the bid letting is made to the Federal Highway Administration. Estimates are to the Prequalification Engineer for contract qualifications.
<u>FMIS Approval</u>	The date that all contracts should have FMIS approval from FHWA. Finance checks the STIP, and enters the data into the FMIS system. FHWA should provide approval in +/-5 days.
<u>Ready to Advertise &amp; Qual. Est.</u>	All documents, necessary additional information, and corrections have been received and processed and the proposal books are ready for reproduction
<u>PSE Corrections</u>	The date that all PSE submission problems identified by FHWA are resolved.
<u>Revisions Completed</u>	The date that all revisions to contracts on the bid letting are completed and are being distributed to prospective bidders and plan holders.
<u>Engineer's Estimates</u>	The date that the confidential Engineer's Estimates are finalized.